



#### SC Board of Landscape Architectural Examiners

# Continuing Education Guidelines for February 1, 2021—January 31, 2023 Reporting Period

#### REQUIREMENTS

The SC Board of Landscape Architectural Examiners requires twenty (20) hours of continuing education activities for each biennium renewal period. Acceptable courses consist of learning experiences that enhance and expand the skills, knowledge, and abilities of practicing landscape architects to remain current and render competent professional service to clients and the public.

This document provides information to meet and document continuing education activities for each biennium. Continuing education is due with the license renewal on January 31 of odd numbered years. Licensees must attest to meeting the requirement on the renewal form. Audits are conducted after the renewal period closes. The Continuing Education Audit Form (pages 4-6 of this document )can be used to record continuing education activities.

#### **EXEMPTIONS**

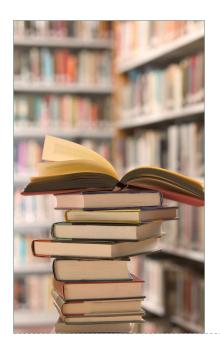
There are four exemptions for continuing education:

- A new licensee is exempt for their first renewal (not to exceed two years).
- A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding 120 days in a year. Documentation to substantiate this exemption must be submitted to the Board by January 1 of odd numbered years.
- A licensee experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board. Documentation to substantiate this exemption must be submitted to the Board by January 1 of odd numbered years.
- Licensees approved for Emeritus Status.



# CE DOCUMENTATION CHECKLIST

- ⇒ COURSE PROVIDER
- ⇒ COURSE TITLE
- ⇒ COURSE DATE
- ⇒ COURSE TIME/ NUMBER OF HOURS
- ⇒ INSTRUCTOR NAME AND CREDENTIALS
- ⇒ COURSE FORMAT (IN-PERSON, ONLINE, SELF DIRECTED, ETC)
- ⇒ HEALTH/SAFETY/ WELFARE DESIGNATION



#### CATEGORY 1—STRUCTURED HEALTH/ SAFETY/WELFARE ACTIVITIES

Category 1 – Structured Health/Safety/Welfare Activities. Fifteen (15) of the 20 hours must be Category 1. Structured activities include technical presentations, workshops, or seminars in landscape architectural subjects provided by independent sponsors.

- Activities organized, sponsored, or approved by ASLA, CLARB, and LA CES are automatically accepted in this category.
- Technical presentations, workshops, or seminars on landscape architectural subjects in conjunction with colleges, universities,
- conventions, or seminars are automatically accepted in this category.
- Structured activities can take place within a traditional classroom setting, or in an online, interactive presentation.

Carry Over Credits: A maximum of ten (10) hours of Category 1 activities may carry over to the next biennial renewal period.

## ACCEPTABLE DOCUMENTATION

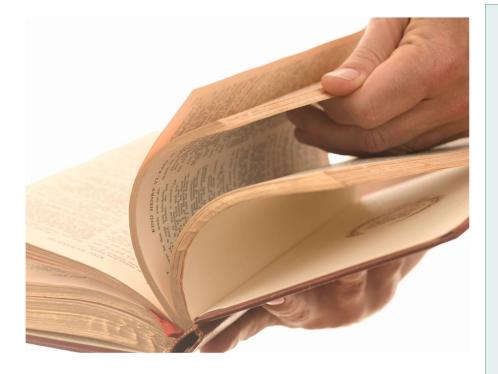
Documentation should provide verification of the number hours of each course/program, the instructor's name and credentials, the course date, time, and title, and the number of hours awarded. Examples of acceptable documentation include:

- Certificates of Completion
- Course materials
- Sign in sheets
- Questions and answers
- Discussion, summaries, and case studies
- Demonstrations and simulations
- Written or oral exams
- Written exercises or reports
- Projects, plans, and decision-making exercises
- Meeting minutes
- A copy of published articles or papers
- A book synopsis and links for a published book

#### EXAMPLES OF ACCEPTABLE CATEGORY 1

The following providers have been accepted in previous audits as acceptable Category 1 activities. Please note, this is not a comprehensive list:

- American Society of Landscape Architects (ASLA)
- ♦ <u>Landscape Architect Continuing Education System (LA CES)</u>
- Council of Landscape Architect Registration Boards (CLARB)
- ♦ Red Vector
- ♦ Ron Blank
- **♦ LEED Certification**
- University of Georgia Center for Continuing Education
- ♦ AEC Dailey
- ♦ GibneyCE.com



#### CATEGORY 2—SELF DIRECTED STUDY

A maximum of five (5) hours is allowed for practice related, self-directed topics. Acceptable examples of self-directed study include:

- Public service that draws on landscape architectural expertise, such as design review boards, planning commissions, building codes advisory boards, urban renewal boards, or code study committees.
- Authoring papers, articles, or books.
- Individualized seminars, tutorials, video courses, or webinars that are pre-recorded and do not allow interaction with an instructor.
- Double credit is issued for teaching landscape architectural courses or seminars. Credit can only be claimed once, and does not apply to full-time faculty.

#### CE BROKER

CE Broker is a tracking tool used by various States and Boards throughout the nation.

Licensees are encouraged to set up their free account through CE Broker. To establish an account, follow these steps:

- ♦ Go to <u>CE Broker</u>.
- ♦ Click "Sign In."
- ♦ Click your choice of plan. Licensees are only required to have a basic plan for audits with our Board.

Once the account is set up, licensees can enter continuing education documentation as received from attended events.

Questions regarding accounts and submittals can be directed to CE Broker at 1-877-434-6323.



#### South Carolina Department of Labor, Licensing and Regulation

# South Carolina Board of Landscape Architectural Examiners

110 Centerview Dr. • Columbia • SC • 29210 P.O. Box 11419 • Columbia • SC 29211-1419 Phone: 803-896-4580 • Contact.LSA@llr.sc.gov llr.sc.gov/land

## Continuing Education Audit Form

Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes $\square$	Yes 🗌
					No 🗆	No 🗆
Official Use only	Presenter	Comments				
Hrs approved					Documentation Attached	
					Yes $\square$	
					No 🗌	
Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes $\square$	Yes $\square$
					No 🗌	No 🗆
Official Use only	Presenter	Comments				
Hrs approved					Documentation Attached	
					Yes	
					No 🗌	
Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes $\square$	Yes $\square$
					No 🗆	No 🗌
Official Use only	Presenter	Comments				
Hrs approved					Documentation Attached	
					Yes $\square$	
					No 🗌	

Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes $\square$	Yes 🗌
					No 🗆	No 🗌
Official Use only	Presenter	Comments				
Hrs approved					Documentation Attached	
					Yes	
					No 🗌	
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Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes	Yes
					No 🗆	No 🗌
Official Use only	Presenter	Comments				
Hrs approved					Documentation Attached	
					Yes	
					No 🗌	
Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes $\square$	Yes $\square$
					No 🗆	No 🗌
Official Use only	Presenter	Comments				
Hrs approved					Documentation Attached	
					Yes	
					No 🗌	
Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes 🗌	Yes 🗌
					No 🗆	No 🗌

Official Use only	Presenter	Comments					
Hrs approved				Documentation			
				Attached			
				Yes			
				No 🗌			
Total Hours:		Total HSW Hours:	_				
AFFIDAVIT  I certify that the information submitted above is true and accurate and I have attached all required documentation							
				Date			
Printed/Typed Name of Lic	censed Landscape Architect	Signature of Licensed Landscape Architect	SC License Number	Daytime telephone number			
SUMMARY of REQUIREMEN	ITS:		Please	return form and documents to:			

20 hrs per two year period as per Chapter 76-6

<u>Please return form and documents to:</u>
<u>Contact.LSA@llr.sc.gov</u>

\*Note: If additional space is required, attach additional pages